



**TITLE:** Program Manager, Hidden Helpers

**REPORTS TO:** Vice President of Programs & Partnerships

**CLASSIFICATION:** Exempt

**DATE:** June 16, 2023

## **ORGANIZATION DESCRIPTION**

The Elizabeth Dole Foundation (EDF) is the nation's premier organization solely focused on supporting over 5.5 million military and veteran caregivers and their families. EDF was founded by former U.S. Senator and Cabinet Secretary, the [Honorable Elizabeth Dole](#). Senator Dole's vision for EDF is to ensure that no military or veteran caregiver, or as we call them, America's [hidden heroes](#), face their new and often difficult journey without our support. EDF supports a hybrid and caregiver friendly work environment.

## **POSITION DESCRIPTION**

The Elizabeth Dole Foundation seeks an individual with child/adolescent development expertise to oversee the ongoing implementation of the Foundation's Hidden Helpers program that will advance healthy outcomes for children, adolescents, and families living in households with an ill, injured, or wounded veteran. This individual will be responsible for continuing to develop the infrastructure required to support the Elizabeth Dole Foundation's leadership of the Hidden Helpers Coalition, while overseeing the launch of core service offerings at EDF.

The Program Manager will manage a diverse and growing coalition that includes participation from nonprofits, corporations, philanthropy, and research, while ensuring action plans from each coalition work group are implemented around the achievement of desired and measurable outcomes. With EDF leadership, they must also serve as a champion of the organization's long-standing commitment to support and elevate the more than 5.5 million veteran and military caregivers and the more than 2.3 million children and adolescents living in caregiving homes. The Program Manager will work in partnership with all teams at EDF to ensure successful implementation of the coalition activities.

## **POSITION PRIMARY RESPONSIBILITIES**

***The following list of duties is not exhaustive. EDF may also outline additional responsibilities that are not included in this job description.***

### ***Coalition Building Responsibilities***

- Manage all activities related to the Hidden Helpers Coalition (liaise directly and independently with Coalition members, organize and facilitate Coalition-wide meetings, and track progress made towards commitments and pledges for support).
- Work with Coalition members to develop clear, compelling, and successful short- and long-term strategies with planned objectives and priorities to drive the growth of the initiative.
- Build a culture around an impactful mission with particular focus on teamwork, accountability, innovation, and entrepreneurship.
- Work innovatively with Coalition members to unlock value and capitalize on resources that will support Hidden Helpers and promote healthy child development and family functioning.

### ***EDF-Led Hidden Helpers Responsibilities***

- Lead the Foundation's Hidden Helpers programming to include the monitoring of existing resources and the creation of new initiatives to promote healthy military caregiver child development.
- Work in close partnership with EDF's communications department, website consultants, and our external partner Wounded Warrior Project to design, develop, and implement an online Family Resource Hub.
- Support EDF's clinical transformation effort aimed at engaging health care providers on the needs of military and veteran children. This will include working closely with EDF staff on the Campaign for Inclusive Care and consulting directly with health care providers and systems leaders, as well as academic researchers and curriculum experts.
- Support the development of the Foundation's child and youth programming strategy and assist with design of offerings and programs to support military and veteran families.
- Provide research support as requested.
- Other duties as assigned.

### **MINIMUM REQUIREMENTS**

The Elizabeth Dole Foundation is looking for an enthusiastic and versatile professional with at least 5 years of experience working directly on programs for children and youth. The individual will lead the Foundation's new Hidden Helpers Program and serve as a recognized leader among our Hidden Helpers Coalition. The applicant should have excellent verbal and written communication skills, as well as project management skills, with proficiency in SurveyMonkey, Salesforce, Word, Excel, and PowerPoint. Familiarity with nonprofit work is preferred and will be considered when choosing the best applicant for this position. Applicants from the Washington, DC metro area are preferred, but EDF is open to hiring this as a hybrid or remote (with travel) position if necessary.

- Bachelor's Degree, with experience with child/adolescent development, Masters' Degree in a relevant field preferred
- Able to engage on a professional level with a broad range of stakeholders
- Understanding of the existing landscape of programs available to military and veteran families
- Experience with or able to work with the military and veteran community, military caregivers, and donors in culturally competent manner, provides excellent and timely customer service
- Experience designing and evaluating surveys leveraging SurveyMonkey and other online tools
- Demonstrated project management experience
- Must be meticulous, with the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Versatile, with the ability to work in a fast-paced environment and meet tight deadlines
- Demonstrated professional standards and unwavering integrity and ethical conduct
- Able to satisfactorily perform duties and assigned tasks with little or no supervisory oversight, is discrete; understands when confidentiality is required
- Excellent writing skills and the ability to complete reports and products individually for review by external audiences

## **BENEFITS AVAILABLE**

- Healthcare benefits (up to 90% for employees)
- Yearly 401K Contribution Match (up to 3%)
- Life insurance benefits
- Flexible work schedule and hybrid work environment
- Maternity, Paternity, and Family leave
- Pre-tax commuter benefits
- 13 Holidays a year
- Generous PTO package

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Ability to work remotely from home and within an office environment and have significant interaction via telephone, videoconference, IM, and email with EDF's national staff team.
- Ability to routinely use standard office equipment (e.g. computers, phones, photocopiers, and filing cabinets).
- Ability to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds
- Applicants from the Washington, DC metro area are preferred, but EDF is open to hiring this as a hybrid or remote position (with monthly travel) if necessary.

Persons with mental or physical disabilities as defined by The Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

**Interested candidates should submit a resume and cover letter with "EDF Program Manager, Hidden Helpers" in the subject line to [apply@elizabethdolefoundation.org](mailto:apply@elizabethdolefoundation.org).**

*The Elizabeth Dole Foundation provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.*